

Minutes:
Process Standardization Working Group Meeting

Thursday, January 11, 2001, 9:00 a.m. – 4:00 p.m.

SRP Project Administration Building (PAB)

1521 N. Project Drive

Tempe, AZ 85281-1298

Mohave East Conference Room

Directions: Located on the east side of Project Drive between Washington & Van Buren Streets, east of Priest Drive (Galvin Parkway). The Hall of Flame and Phoenix Municipal Stadium are across the street, on the west side of Project Drive

Topic	Lead	Anticipated Outcome	Att.
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1	Welcome, Introductions, Sign-In, and Approval of Minutes	Evelyn Dryer	Ms. Dryer welcomed participants to the full group session of the Process Standardization Working Group meeting. A sign-in sheet was circulated. Participants introduced themselves. Minutes from the January 3, 2001 meeting were approved after a change to item 7.	1
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2	Report from Deb Scott	Deb Scott	Deb Scott (ACC Utilities Director) gave a report on the appeal process to the Judge Campbell decision. Deb confirmed that the current approved Competition Rules are still in force and we should operate as we have been. Deb gave her personal feeling that the process could take up to 2 years.	
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Deb complimented the group on their efforts and expressed the importance of our work. Deb stated that she believes the PSWG is essential to make competition happen. She also said that every indication she has gotten from the Commissioners is that Competition will go on.

She also advised the group that the Commissioners have decided to have an open meeting to call in Market Participants to talk with them about deregulation in AZ as well as other states. A follow-up effort will also take place to review the Rules in an effort to identify problems in the Rules. Deb was unsure if the Commissioners are interested in tweaking the Rules or making more substantial changes.

Deb reported that the Commissioners will not be making a formal statement regarding their appeal as requested by the PSWG however, Staff is drafting a synopsis of the chain of events and will publish on the ACC web site.

The group had a brief discussion regarding the continuation of the PSWG. Those present confirmed their continued participation in the PSWG process and agreed to move forward under the new format approved by the group.

Plan: All parties present agree that the VEE document, Meter forms, 867, 810 and DASR Handbook to be completed/revised and docketed by end of April.

3	Review Ground Rules	Evelyn Dryer	<p>The group reviewed the revised ground rules, made additional changes and agreed to approve as the new revised ground rules.</p> <p>The group reviewed the proposed PSWG structure made minor changes and approved the structure.</p>	2,3
4	Review Change Control	Evelyn Dryer	The group reviewed the original Change Control Process and discussed changes needed. Janie Mollon will draft a revised Change Control Process and present at the next meeting.	

The group discussed the need to complete and approve the outstanding work as follows: Metering Forms, EDI 867, EDI 810, DASR Handbook and VEE document. The group agreed to have the work completed by the end of April 2001. The next steps will be to docket for approval by the Utilities Director.

The VEE group will get together within the next two weeks and identify the time needed to complete the work on the VEE document and report back at the next PSWG meeting. VEE group will identify outstanding changes that need to be made to the 867 guide.

Action Item: Participants will identify who in their company will be attending the meetings addressing the non-interval validation piece of the document.

Shirley Renfroe volunteered to chair the Task Team efforts to complete the EDI work on the 867 and the 810. The 867 work will not begin until the VEE group meets to identify changes to the 867.

The standardized metering forms are very close to being completed. The metering form packet will be sent out for final review and then submitted for approval at the February 7th Policy meeting. Once the Metering Forms Packet is approved by the PSWG the packet will be docketed for approval by the Utilities Director as the Version 1 of the state standard.

John Wallace suggests we file the DASR Handbook with a cover letter stating that it was submitted to the acting Utilities Director on October 14, 1999 but not officially approved. The PSWG will make the necessary changes (specifically Phase-In fields) through the working group process and submit at a later date for approval. The group also agreed this should be done for the EDI 867 as well since it was not formally approved.

Action Item: Evelyn will draft letters to docket with the State DASR Handbook and the AZ EDI 867. The letters will be sent out to the group by January 17, 2001 for comments. COMMENTS ARE DUE BACK TO EVELYN BY JANUARY 24, 2001. Evelyn will docket at the commission on behalf of the PSWG on January 25, 2001.

The group discussed the future work of the PSWG. The group agrees that we need to start looking at the rules in preparation for the upcoming review on the rules. Additionally, the PSWG needs to review the Master Issue list, prioritize and begin work on issues.

John Wallace suggests that when we review the rules, we review them based on an issue that we are addressing that has a direct conflict with the rules.

The group agreed the next steps for the PSWG is to review the Master Issues list, re-prioritize and identify the next issues that need to be addressed.

The group discussed re-formatting the Master Issues List to keep resolved issues in a separate document to make it easier to print.

Action Item: Participants are to review the 46 Open issues on the master Issue List as well as other issues important to the Participants and identify their top 5 issues. **Top 5 issues do not have to be issues presented in the Master Issues list (i.e. Settlement, remittance etc.) Based on majority,

Action Item: Participants are to send their top 5 issues to John Wallace (jwallace@gcseca.org) by January 26, 2001. John will compile the issues and send out by February 2nd

6	New Issues	Evelyn Dryer	There were no new issues raised.
7	Meeting Evaluation	Evelyn Dryer	The group provided feedback.
8	Set Next Agenda	Evelyn Dryer	The group set the next agenda.
9	Adjourn Meeting	Evelyn Dryer	The meeting was adjourned.

PARTICIPANTS AT JANUARY 11, 2001
POLICY MEETING
SRP – MOHAVE EAST CONFERENCE ROOM PAB BUILDING

Name	Organization
Aguayo, Stacy	APS
Bagley, Ken	R.W. Beck / Citizens
Brown, Debbie	SRP
Dryer, Evelyn	TEP
Greenrock, June	SRP
Henry, Janet	Axon
Mangen, Ed	Energy Design & Consulting
McArthur, Stephen	Mohave Electric
Mollon, Janie	New West Energy
Nuszloch, Larry	SRP
Pichoff, Darrel	KR Saline & Associates
Renfro, Shirley	Pinnacle West
Schenk, Jenine	APS
Schlecta, Gene	SRP
Starks, Ed	TEP
Torkelson, LeeAnn	R.W. beck
Wallace, John	GCSECA

Agenda: **Process Standardization Working Group Meeting**

Thursday, February 7, 2001, 9:00 a.m. – 4:00 p.m.

SRP

Flagstaff Conference Room

	Topic	Lead	Anticipated Outcome	Att.
1	Welcome, Introductions, Sign-In, and Approval of Minutes	Evelyn Dryer	Ms. Dryer will welcome participants to the full group session of the Process Standardization Working Group meeting. A sign-in sheet will be circulated. Participants will introduce themselves. Minutes from the January 11, 2001 meeting will be approved.	
2	Report from Janie Mollon on revised Change Control Process	Janie Mollon	Janie Mollon will present the revised Change Control Process	
3	VEE update	Janie Mollon	Janie will send out a written report from the VEE meeting in advance of the February 7 th meeting and address questions at the meeting.	
4	EDI 810 Update	Shirley Renfroe	Shirley Renfroe will send out a written report in advance of the next meeting covering outstanding items on the completion of the 810	
5	Metering Forms Update	Jenine Schenk	Jenine Schenk will send out a written report in advance of the next meeting and address questions. The group will vote of submitting the Metering Form Packet to the Utilities Director for approval as the Version 1 of the State Standard.	
6	Top 5 issue/tasks discussion	John Wallace	John will lead the group in a discussion on the top 5 issues/tasks submitted by participants. The group will identify the next issues that will be addressed.	
7	Resolve Pending Resolution Issues	Evelyn Dryer	The Master issues list has 4 Pending Resolution issues that have been previously discussed and consensus reached. The group will formally resolve issues and update issue list.	
8	New Issues	Evelyn Dryer	The group will raise new issues	
8	Meeting Evaluation	Evelyn Dryer	The group will provide feedback.	
9	Set Next Agenda	Evelyn Dryer	The group will set the next agenda.	
9	Adjourn Meeting	Evelyn Dryer	The meeting will be adjourned.	